

November 8, 2006

## **SITE TIPS FOR NEW CAIS USERS** (Compiled from User Group meetings in 2002, 2003 & 2006)

### **What are some tips to getting started?**

Have your CAIS Administrator have a crafts background. Both administrator and CAIS manager have crafts backgrounds... LLNL

We have trained over 29 inspectors in CAS methods. Crafts background better than engineers. They know the facilities and the personnel managing and maintaining them... LLNL, INEL

Develop collection sheets for each discipline... LLNL

Don't start your inspections until the asset is over 5 years old... LLNL

Hire the best inspectors you can get whether in-house or contractor... Y-12

Your administrator should know CAIS and be familiar with FIMS... Y-12

Weather may play a role in what you inspect... INEL

Inspectors should have years of experience, rapport with bldg. Mgrs... INEL

Web page helps spread the gospel according to CAIS and you will become the good guys.... INEL

Hire the best administrator you can afford... NTS

Hire International Code Council (ICC) inspectors in electrical, mechanical, and structural disciplines... NTS

Inspectors have a construction background... NTS

If funded 100% by overhead account, be willing to do anything... ORNL

The administrator should review quantities, spelling, enters cost adders and runs cost reports...ORNL

Data is more dependable through inspector eyes... Pantex

Use replacement quantities and not % of failure algorithms for estimating deferred maintenance... Pantex

We are on a 3 year inspection cycle... Pantex

### **What are some mistakes to avoid?**

Always contact and talk to building manager first when planning or doing assessments. Use existing deficiency lists for preparation... LLNL, Paducah, LANL

Develop simple reports relying on CAIS standard versions; prevents time consuming editing...LANL

Standardize your terminology for the entire site... LANL, INEL

Be detailed in describing the location of your deficiencies... LANL, Paducah

If contractor doing a baseline assessment ensure your SOW is very detailed, encompassing and without omissions... LANL

Always pull history of previous year's maintenance before conducting your inspections...Pantex

### **What are you inspecting?**

We inspect everything (real property)... LLNL

Look at the big-ticket items not the doorknob stuff; there is no backlog data in the maintenance mgmt systems... LLNL

We inspect everything including asbestos and lead paint... ORNL

Concentrate on assets in FIMS and active facilities... Y-12

Don't inspect leased facilities... Paducah

Initially concentrate on active and mission critical facilities... NTS

If time is critical, get a good sampling of buildings based on usage code, model building type and age and then extrapolate for those not inspected... Y-12

### **Who enters data in CAIS?**

Let the inspectors inspect and have administrator enter data. Prevents inconsistency in data terminology and maximizes time for inspection of assets... LLNL

Inspectors enter data in CAIS best for accountability... LANL, ORNL, NTS

Inspectors know facilities and the people in them, they should enter data... ORNL

Younger inspectors are more receptive to using computers; use them to enter data...NTS

Inspectors usually do data entry...NTS

### **What does your site management want from CAIS?**

We use the data in our maintenance management planning process...LLNL

Management wants deferred maintenance costs... INEL

Data collection supports the Ten Year Site Plan (TYSP)...NTS

Want deferred maintenance cost and report reduction efforts... NTS (FED)

Planners review CAIS costs for projects, cost adders play an integral part in developing projects... NTS (FED)

Want validation of FIMS data... Portsmouth

Want to ensure data consistency between FIMS and CAIS... Portsmouth

Management likes CAIS flexibility... Portsmouth

Put all your equipment in your RPV model to ensure an accurate Sustainment Cost for the TYSP and FIMS Annual

Maint. Reporting requirements... NTS

CAIS data has enabled our managers to make better decisions...Pantex

ADJUST YOUR METHODS TO SUIT YOUR SITE NEEDS, INSPECTOR EXPERIENCE AND FOCUS ON MISSION CRITICAL FACILITIES FIRST... the monitor